



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<b>Date:</b> 2/16/17	<b>Interviewer:</b> Sue Guenter-Schlesinger and Mohammed Cato	<b>RFA #17 – 06</b>
<b>Name of Person(s) Requesting Assistance:</b> [REDACTED]		
<b>Contact Numbers (telephone, e-mail, etc.):</b> [REDACTED]		
<b>Status of Person(s) Interviewed (title, position, student status, etc.):</b> WWU staff		
<b>Requested Assistance Pertaining To (name, position, policy, project, etc.):</b>		
Concerns regarding [REDACTED] WWU [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☐  
 Concern Regarding:    Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☒ Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
2/3/17	[REDACTED] emailed Sue requesting to arrange a meeting regarding her concerns	
2/16/17	Mohammed Cato meeting with [REDACTED]	Sue and Mohammed had both planned to meet with [REDACTED] but Sue had a conflict and was not able to attend, so Mohammed met with [REDACTED]
2/24/17	SGS meeting with [REDACTED]	See notes in file.